



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



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Comptroller

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March 30, 2016

Rochelle M. Woodiest, Commissioner
Drug Court, Division 25
1114 Market Street, Room 526
St. Louis, MO 63101

RE: Follow-up Review of the Drug Court-Process Review Observations
(Project 2016-FL05)

Dear Ms. Woodiest:

The Internal Audit Section has conducted a limited follow-up review of the observations made in the Drug Court Division 25, Process Review report issued November 22, 2013 . This follow-up review was made under authorization contained in Article XV, Section 2 of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

The purpose of this follow-up review is to determine the status of the observations made in the report issued November 22, 2013.

It was determined that the following observations have been resolved:

1. Implement A Uniform Checklist for Participants' Files

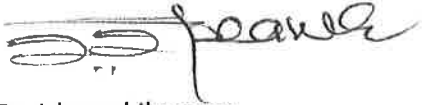
The St. Louis Drug Court has developed/created a uniform checklist of essential documents to be included in each treatment of court social files.

2. Improve Bus Ticket Policy and Procedures

The Drug Court Division has developed Bus Ticket Policy and procedures. The Bus Ticket can now be obtained from the Diversion Manager/Probation Officer and participants must sign the bus log upon receipt of the transportation tickets. The work of clerical staff is reviewed by administrative staff, two to four times per year.

If you have any questions, please contact the Internal Audit Section at (314) 657-3490.

Respectfully,

A handwritten signature in black ink, appearing to read 'Ishmael Ikpeama', written over a horizontal line.

Dr. Ishmael Ikpeama

Internal Audit Supervisor

Cc: Keithley Williams, Drug Court Administrator